



Scottish Disability Sport

Minutes of the meeting held on 13 March 2017

Caledonia House, South Gyle, Edinburgh EH12 9DQ at 1700

Attendees

- Janice Eaglesham MBE, Chair
- Catherine Goodfellow, Vice Chair
- Gavin Macleod, CEO
- Dave Rhoney, Director
- Paul Queen, Director
- Claire Morrison, Director
- Oliver Barsby, Director
- Jay Runga, Director
- Iain Smith, Director
- Caroline Lyon, Company Secretary
- Jennifer Livingstone, Opportunities & Equality Manager
- Mark Gaffney, Opportunities & Events Manager

Apologies

- Jennifer Griffin, **sportscotland** Partnership Manager

1. Welcome and Apologies

The Chair welcomed everyone to the meeting, especially Paul Queen who was co-opted onto the Board. Paul introduced himself and gave a brief overview of his career.

2. Conflicts of Interest and Legal Register

The Vice Chair registered a potential conflict of interest on item 9.3 – Commonwealth Games Scotland. There were no matters on the legal register of which SDS is aware.

3. Minutes of Previous Meeting, 30 January 2017

The minutes were agreed with the following amendment.

- Page 1 – should be corrected to read Team Scotland Scottish Sports Awards.

4. Matters Arising

- Gerry Milne had stepped down from the Board having attended his last meeting in February and Paul Queen, Director of Financial Planning at Glasgow Caledonian University, had been co-opted. The Chair will compose a letter of appreciation. **Action: Chair**
- Iain Smith will forward an update on new European legislation concerning the Data Protection Act. **Action: IS**
- Boccia targets have been changed and require to be updated. **Action: CEO**
- The total amount raised at the Celtic FC Foundation dinner was over £100,000. The athlete Josh Manson had given a very good presentation at the event. The Chair will write to the

CEO, Tony Hamilton, to formally thank the Foundation. Athletes who had attended the dinner were thanked for their support. **Action: Chair**

- The Finance Sub Group had met on 17 February and the notes of the meeting had been circulated.

5. Opportunities Managers Presentation

A presentation was delivered by the Opportunities Managers, focusing on developments and progress with Branches. An update on the work on Equalities was provided, with discussion by the Board on the next steps for advancing to the next level. It was agreed to explore the options and workload involved in doing so. A detailed review of the 2016 Events programme was delivered, highlighting the number of opportunities to engage in sport and physical activity provided by SDS and partners.

6. Sub Groups

Finance

- The Chair had circulated a paper regarding the outcome of the **sportscotland** investment. The notes of the sub group meeting had also been circulated. Details of the investment would be circulated at staff and regional meetings. **Action: CEO**
- Discussions would be required with sports, for example around the CP ISRA World Games.
- Fundraising information should be highlighted on the SDS website. **Action: CL**
- Discussion took place around the feasibility of Scotland hosting the IBD World Championships and actions taken to date. It was agreed that in light of the funding situation this should not be progressed. The CEO would contact Bowls Scotland to offer expertise support from SDS. **Action: CEO**

Governance

- The draft report from the recent development audit undertaken by KPMG, had been circulated. The CEO gave an overview of all other draft recommendations. SDS will feed back on the report before it is finalised.
- Anti-Doping Policy: A paragraph should be added under the website to indicate SDS will automatically update policies and convey these to the membership. Carers etc. should be added as a separate paragraph to include support staff and coaches. The policy was agreed with these amendments. **Action: GF**
- Purchasing & Procurement Policy: Minor changes should be made to terminology to indicate clubs. The policy was agreed.
- Risk Register & Risk Policy: The CEO and Iain Smith had discussed the policy and IS will review again. The policy should be changed to indicate annual production of the register with quarterly review. **Action: IS**
- Data Protection Policy: Iain Smith will forward information prior to the next meeting and the policy will be considered then. **Action: IS**
- ICT Policy: Page 2 should be amended to read “the internet is used” rather than “staff may”. The section on monitoring emails should be reviewed. The policy requires review. Iain Smith agreed to review and bring to the next Board meeting, and it was suggested that advice be sought on social media communications and ghost chat. **Action: IS**
- Board Recruitment Policy: Point 5 should be changed to “provide opportunities”. The policy was agreed.

7. Board Updates

- Claire Morrison had attended the Tayside Boccia Squad on Saturday.
- Jay Runga had attended the South Lanarkshire Branch meeting.
- The Vice Chair had attended the Forth Valley Disability Sport awards presentation and AGM.
- The Chair and Jay Runga had attended the Celtic FC Foundation fundraising dinner.

8. Partners Updates

- BPA elections had been held where Wales carried a proxy vote for Scotland. Dr Nick Webborn had been appointed as Chair and three new directors were appointed, Forbes Dunlop, Geoff Newton and Dave Clark.
- The UKSA had attracted a new director.
- Commonwealth Games Scotland (CGS) has recently been reviewing its Membership Byelaws. SDS has now been provided with the opportunity to become a member and it was agreed to become a CGS member body due to the close involvement SDS has had and will have with the Games affording increased opportunities for athletes with a disability.

9. Sports/Events

- All Board members were asked to liaise with CL regarding Branch meeting and events attendance before 24 April. **Action: All**
- The Chair would be attending the cross country at Bellahouston.
- The Board extended congratulations to the wheelchair curlers who had won bronze at the World Wheelchair Curling Championships and qualified for the Winter Paralympics 2018.

10.AOB

There was no other business.

11.Date of Next Meeting

24 April 2017, venue TBC